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UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Distribution Administration  
Washington, D. C.

March 2, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 5 (Revised)

Supplement B

To: All Divisions and Sections, Special Commodities Branch  
From: H. C. Albin, Chief, Special Commodities Branch  
Subject: Clearance of forms with Bureau of the Budget

With further reference to the first memorandum of this series (No. 5, Revised 12/19/42) it is necessary that certain forms or questionnaires, as well as the "plans" for their issuance, originating in this Branch be cleared with the Bureau of the Budget.

Any forms, with the exception of Announcement and Offer forms, which require that ten or more respondents furnish information, maintain records or compile statistical data must be cleared through the Bureau of the Budget or the authorized representative thereof in the Department. Industry has been notified that it will not be required to answer a request from a Government agency for information on its operations unless approval of such request by the Bureau of the Budget is indicated in the upper right hand corner of the form or other type of communication in the following manner:

Budget Bureau No. \_\_\_\_\_

Approval Expires \_\_\_\_\_  
(date)

This approval also applies to letters, or communications of any kind which are addressed to the industries or groups generally. For purposes of differentiation it has been decided that communications addressed to ten or more persons or organizations are to be considered as requiring approval. However, in instances where a request is made of large organizations or suppliers, such request must be approved prior to issuance. Questions or problems of this nature shall be submitted to the Chief, Authorities and Procedures Section for determination, clarification and clearance with appropriate personnel in the Administration. This delegation of authority to the Authorities and Procedures Section was set forth in Special Commodities Branch Memorandum No. 5 (Revised 12/19/42).

The Chief, Authorities and Procedures Section is also responsible for securing from the Branch Administrative Officer, SCB numbers for types of forms referred to in this memorandum and for arranging through the Administrative Officer for the duplication and distribution of such forms.

Supplies of the attached Bureau of the Budget Form DSS No. 37 (Rev. 7/42), will be obtained from the Branch Administrative Officer.

When a Division of this Branch determines that information from the industry is required, there shall be prepared Form DSS No. 37 (Rev. 7/42), in an original and three copies together with the same number of copies of any required supplemental information. All copies of the completed form(s) are to be submitted to the Chief, Authorities and Procedures Section for transmission to the Office of the Chief of the Special Commodities Branch for approving initials. When the Chief of the Special Commodities Branch approves the plan he will indicate such approval by inserting his initials in the lower left hand corner, obverse side of the form and return all copies of the form to the Chief, Authorities and Procedures Section. The Chief, Authorities and Procedures Section shall secure the approval and clearance of the Bureau of the Budget.

In the preparation of Form DSS No. 37 (Rev. 7/42) particular attention shall be given to Item 7, in which a brief description is to be given of the need for and the use of the information requested. Approval or disapproval of the plan and/or the form will depend largely upon the statement made in this space. It will not be sufficient to merely state that "the information is required by law" or to make any similiarly obtuse statement. Instead, approval will be hastened by a clear, concise outline of the exact end to be achieved through the use of the proposed form or plan.

*H. C. C. C. C.*

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